

# Basic Content Authoring Exercises

## Your Objectives:

- Log into TeamSite, locate your branch and workarea.
- Edit an existing page.
- Import an image or .PDF file and link to the page.
- Create a link and a bookmark.
- Save your changes. Submit to Staging.

## Lesson 1: Log into TeamSite, locate your branch, and Workarea.

### A. Log into TeamSite

**Requirements:** TeamSite is a browser-based application. To use TeamSite just type in the URL below:

<http://s0140513/iw-cc/teamsite/common/start.jsp>

- Type in your username, password, and domain that you use to log onto the County's Network.
- Choose "**professional**" Content Center, and unless specified, your role will be "**Editor**".

The TeamSite login interface looks like this:



The screenshot shows a web browser window with the address bar displaying `http://s0140513/iw-cc/teamsite/common/start.jsp`. The page features the "TeamSite® Content Center" logo. Below the logo, there are five labeled input fields: "Username:" with the value "lsingh", "Password:" (empty), "Domain:" with a dropdown menu showing "D0020001", "ContentCenter:" with a dropdown menu showing "Professional", and "Role:" with a dropdown menu showing "Editor". At the bottom of the form are two buttons: "Login" and "<< Options". The browser's status bar at the bottom shows "Done" and "Local intranet".

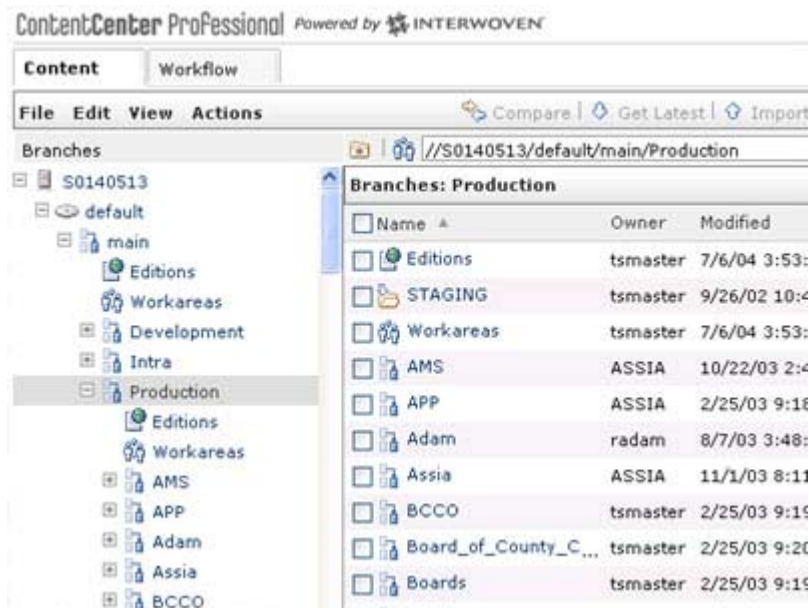
**Definition of Roles:**

**Author:** Authors can create and edit content. Completed pages are submitted through a workflow for approval and publishing.

**Editor:** Editors have all authoring rights and also permissions to review and approve files that have been submitted by authors.

**B. Locate your Branch**

- Once in TeamSite, look at the left of the screen for a list of all “**Branches**”. Branches are areas where webs are kept. A few different webs may be kept in the same branch.



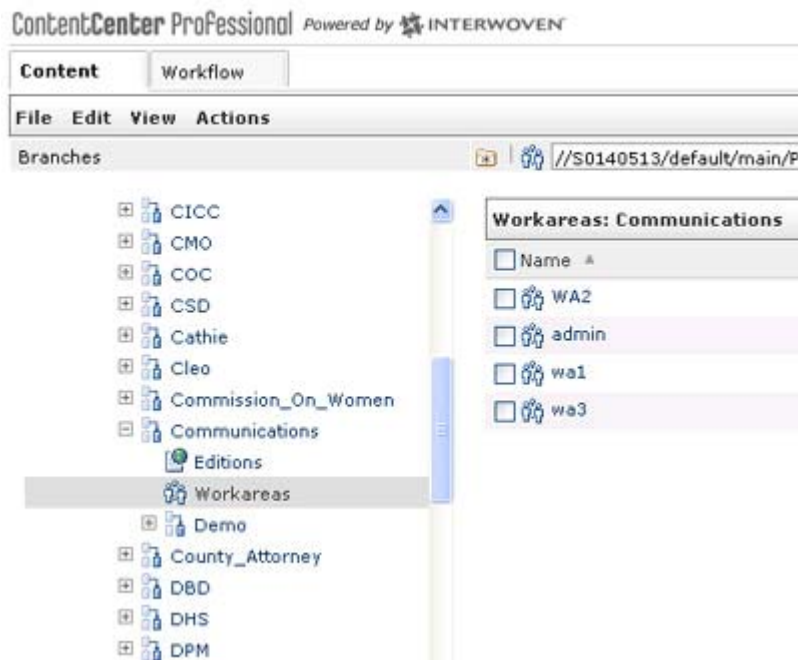
- Scroll down the list until you find **your** branch.
- Click on the branch to open it.  
Inside each branch are four folders. You will only be using **Workareas**.
  - **Editions** -- Editions are copies of changes made to the site. Every time your site is deployed, TeamSite saves a copy of all changes that were made so you can revert to a previous copy if necessary.
  - **Staging** -- The Staging area is where the work of different contributors is coordinated. Files in the staging areas are ready to be deployed (published) to the Internet. After an author submits their work to the workflow it is approved by an editor and then automatically submitted to the staging area for deployment (publishing).
  - **Workarea** -- A workarea is a virtual copy of the entire website. Each contributor can create content within a workarea and see their changes within the context of the website without affecting the actual site or the work of contributors in other workareas. Users who have access to a workarea can modify files within that workarea and view their changes within the context of the entire web site before integrating their work with that of other contributors. Users can also lock files in each workarea, eliminating the possibility of conflicting edits.

All changes that are made to files in a workarea are kept completely separate from other workareas and the staging area until a user chooses to promote their changes to the staging area. Within a workarea, users can add, edit, or delete files without affecting users in other workareas.

- **Demo** - Demo is the review area. When major changes are made to the site such as changes to multiple pages, new site organization, or changes to navigation the entire site can be put into the demo area for reviewing without deploying.

### C. Locate your Workarea

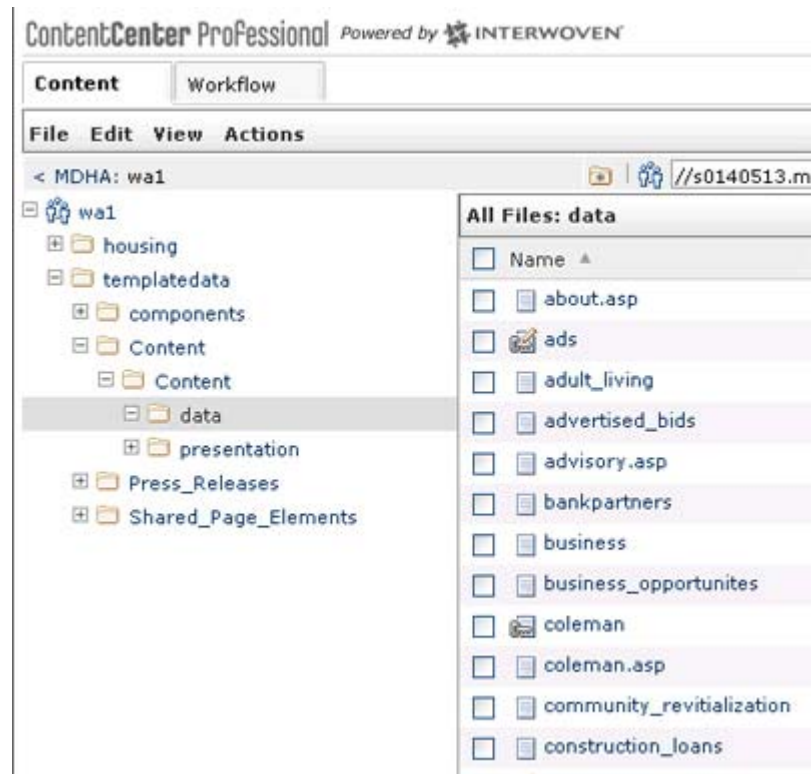
- **Click** on the “**Workareas**” link. Then click on the workarea that you were assigned from the right side of the screen. If you were not assigned a workarea please contact Online Services to have one assigned to you.



## Lesson 2: Creating a New Content Page

### A. Once in your workarea

- Click on the folder labeled “**Templatedata**”. This is where all the data for your files are stored. Go to **Templatedata**<**Content**<**data** until you are in the data folder.



### B. Open the Content form

- From the data folder, go to the file menu bar (in the upper left corner of the window) and choose “**New Form Entry**” (see image below). A form will open titled, “**Edit Content**”.



### C. Complete the Content form

**Note:** ( \*) indicates a required field.

- Begin filling out the form from the first section entitled “**Web Directory**”. Click on the drop-down arrow and select your web directory. Your web directory is the name of the web you are working in. **\*This is a required field.**

**Important Note:** Be sure to choose only the web name, not a folder within that web. For example: select “communications” not “communications/library”.

The screenshot shows a web application window titled "Edit Content". Inside, there's a form titled "Untitled". At the top right of the form are buttons for "Save", "Save As", "Form Settings", "Preview", and "Generate". Below these is a yellow banner that says "This is used to build general content." The form is organized into several sections. The first section is "Web Directory" with a dropdown menu and an asterisk indicating it's required. Below that is the "Logo" section with radio buttons for "No" (selected) and "Yes". The "Title" section has a text input field with an asterisk. The "Body" section is expanded, showing a "Bulleted Subtitle" radio button (with "No" selected) and a large text area. Below the body section is the "Paragraphs" section, which also has a large text area. The form is designed for building general content.

**Important Note:** All text should be written in **upper and lower** case characters. **All caps should not be used.**

- **Logo:** This field is not used in most cases. Check this box if your site contains a department logo. The Logo has to be in the logo folder in the root directory, so by selecting this radio button the logo will automatically appear on the page. Only logos approved by the Communications Department may be used on County sites.
- **Title:** Enter the title that you would like to appear on your page. **\*These are required fields.**
- **Body:**
  - **Bulleted Subtitle:** Check yes if you would like the subtitle bulleted.
  - **Subtitle:** This title will appear below the title in 10pt. bold.
- **Paragraphs:**

- **Content:** This is where the main content of your page will go. Click in the paragraph box to activate the html editor. You can copy and paste or type your paragraph(s) into this field and use the toolbar to edit your text.

**Note: *Invoking LaunchPad***



LaunchPad will be invoked automatically the first time you do something in TeamSite that requires LaunchPad, such as editing or importing files. The first time you edit a file through TeamSite, your browser will display a dialog asking whether or not you want to give permission to run the LaunchPad applet. Click **Yes**. If you click the "Always trust" check box, this dialog will not appear again.

(LaunchPad allows you to make associations between file types and the editing applications you want to use. For example, your computer may automatically be configured to always open HTML files in a browser.)

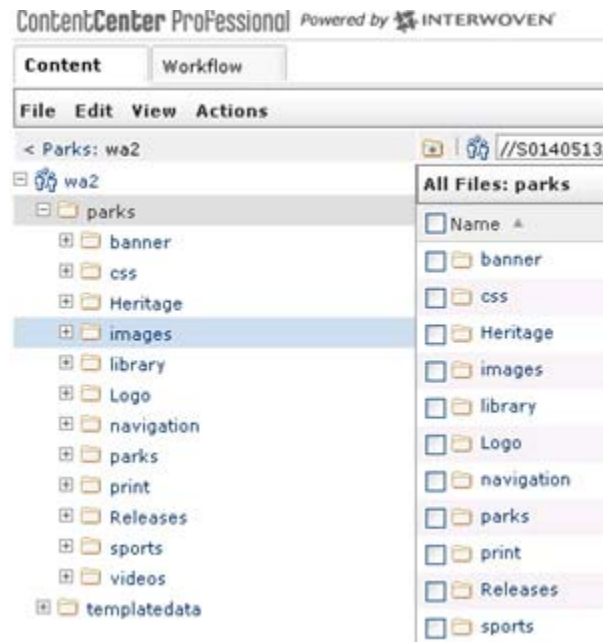
#### D. Importing files into TeamSite

If you intend to place an image on your page or create a link to a PDF you will first need to import the file into TeamSite.

**Note:** The file must be saved on your hard drive in order to be imported into TeamSite. Go back to the main TeamSite screen.

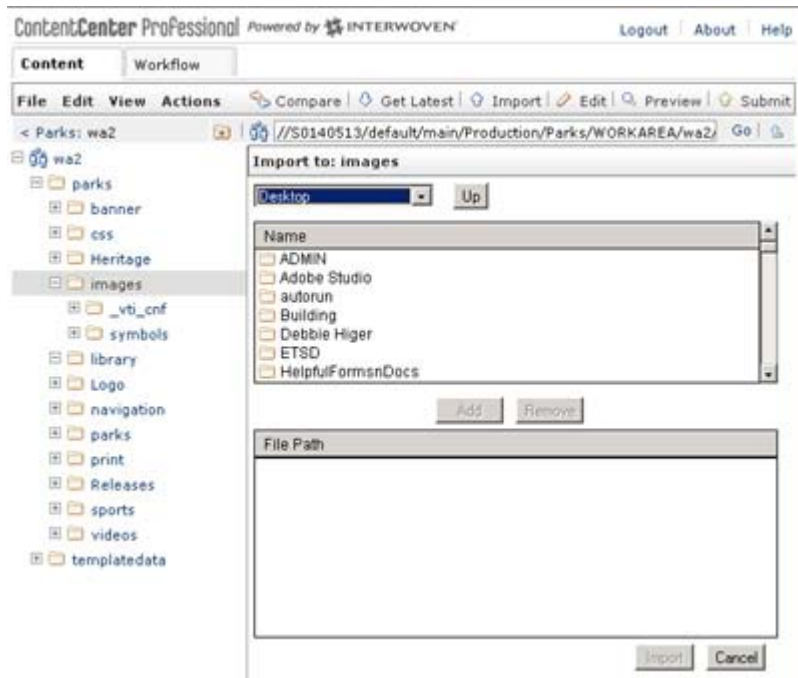
When creating your page you may need to add images or PDFs. To do this you will need to do the following steps:

1. First go to the folder where you would like the file to be imported. For example: if you are importing an image you will need to import it to the **"images"** folder. So locate and click the **"images"** folder to open it.



2. While in the folder you will like to import the file to, go up to the menu on the top left of the screen. Click on **"file"** and choose **"Import"**.
3. From the middle of the screen browse your hard drive and locate your file. At this point, you may be prompted to install a plug-in. Always accept.
4. Select the files you want. Then click the **"add"** button and the file will appear on the bottom half of the screen. When all files that you would like to import are added, click the **"import"** button. Then you will be able to browse files from your computer.






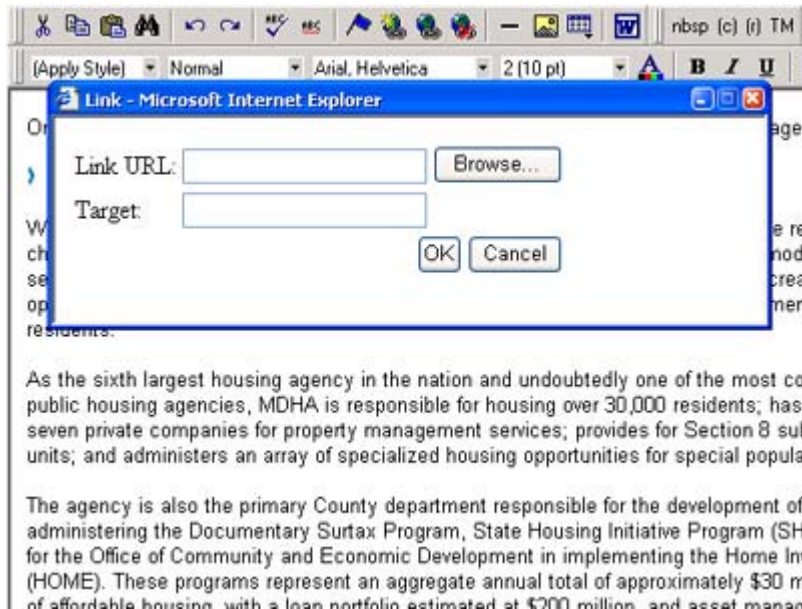
Once you have located the file you want to import, click on it. It will appear in the box on the lower part of the screen. Then click the **“Import”** button at the bottom of the screen.

### E. Creating a Link

1. The following links may be created in TeamSite:
  - Links to other pages within your web (internal links)
  - Links to outside websites (external links)
  - Links to PDF documents.

**Note:** When creating links to files such as PDFs the files must first be imported into TeamSite (see directions above).

2. To create a link, highlight the text that you want to link.
3. Go up to the visual editor menu in the **“paragraph”** box and click the new link button .
4. When the link box pops up, if you are linking to a page within your web or a PDF, browse for the file or page. If you are linking to a PDF type **“\_blank”** into the **“Target”** field. This will make the PDF open in a new window.





**Note:** if you are linking to an external site or a PDF the page must open in a new window.

5. If you are linking to a page outside of your web or outside of the county's web type the URL into the "**Link URL:**" field. Type "**\_blank**" into the "**Target:**" Field.
6. Then click **OK**.

#### F. Create a bookmark

A bookmark is a link that takes you to a location on the same page. These links are sometimes called inter-document links.

1. To create a bookmark, first place the cursor where you would like the destination of your link to be.
2. Click the flag icon from the menu at of the paragraph box.  When the "**bookmark**" box opens name your bookmark.
3. Then highlight the text that you would like to use as a link, and click the second link icon .
4. At the bottom of the box it says "**Quick Links**" this is where you will select the destination that you created in step 2.

- **Banner:** Leave this field blank. It will automatically pick up the default banner in your banner folder from the root directory.

**Edit Content** Help

Untitled Save Save As Form Settings Preview Generate

**Banner**  Browse

**Navigation Group Name**

**Adobe Link** ☐ Yes ☒ No

**Left Column Portlets** - 1 item

**Left Column Portlets** - 1 + -

**Left Column**  v

**Right Column Portlets** - 1 item

**Right Column Portlets** - 1 + -

**Right Hand Content**  Browse

**Presentation Template** ☐ Printer-Friendly ☒ Regular Content with Navigation

**Home Page Link**  Browse

**Home Page Name**

**Javascript Code to be placed in head tags**

**Metadata**

- **Navigation group name:** If the page you are creating will be placed under a dropdown in the left navigation then enter the name of the main link in this box.
- **Adobe Link:** Does your page include an Adobe PDF document? By choosing “yes” the Acrobat disclaimer and a link to the Adobe Acrobat download site will be placed on the bottom of your page to download the Adobe Acrobat PDF Reader so that users can open the PDF document.
- **Left Column Portlets:** Click the dropdown to select the left navigation that you would like to use. Click the (+) sign in the right hand corner to add more left column portlets. If none are selected the default will be used.
- **Right Column Portlets:** Browse for a right hand column. Click the (+) sign in the right hand corner to add more right column portlets. If no right hand column is selected the default will be used.
- **Presentation Template:** Choose “Regular Content with Navigation”
- **Home Page Link:** Leave blank.
- **Home Page Name:** Leave this box blank it will automatically default to the web name.
- **Javascript code to be placed in the head tag:** If you are creating a page that uses javascript, such as an email form, place the javascript in this box.
- **Metadata:** this information will be used for searching.

- **Keywords:** think of a few words that describe the content of the page. Below are a few examples of words that can be used as keywords.
  - The subject of the page content
  - Topics that the page describes
  - Names of people involved
- **Description:** This is used to describe the item when search results are displayed. Copy and paste the title of your page into the description field. **\*This is a required field.**

## Lesson 3: Saving the Page

### A. Save your File

- After filling out all sections of the “**Edit Content**” dialog box, it is now time to save your file.
- Click the “**Save**” button on the top right of the box. A smaller “**Save Form As**” dialog box will pop-up. In the “**File name:**” field type in the name your file according to the naming convention below.
- After typing in a file name using the naming convention click the “**Ok**”, button at the bottom of the window to save the file. The “**Save Form As**” dialog box will close.

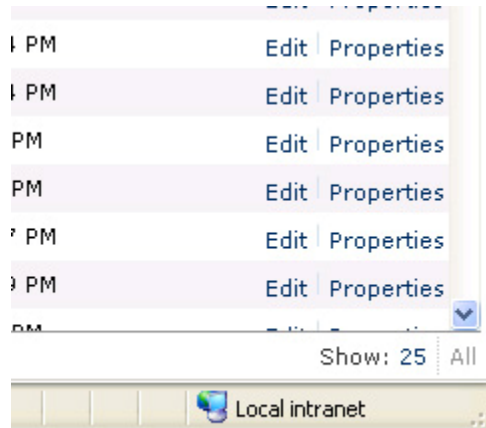
**Important Note:** If you find a mistake on the release, go back to the “**Edit Content**” window and correct your mistake. Then click the “**Save**” link from the top of the window

Every time you make a change to the “**Edit Content**” form you will need to click “**Save**”.

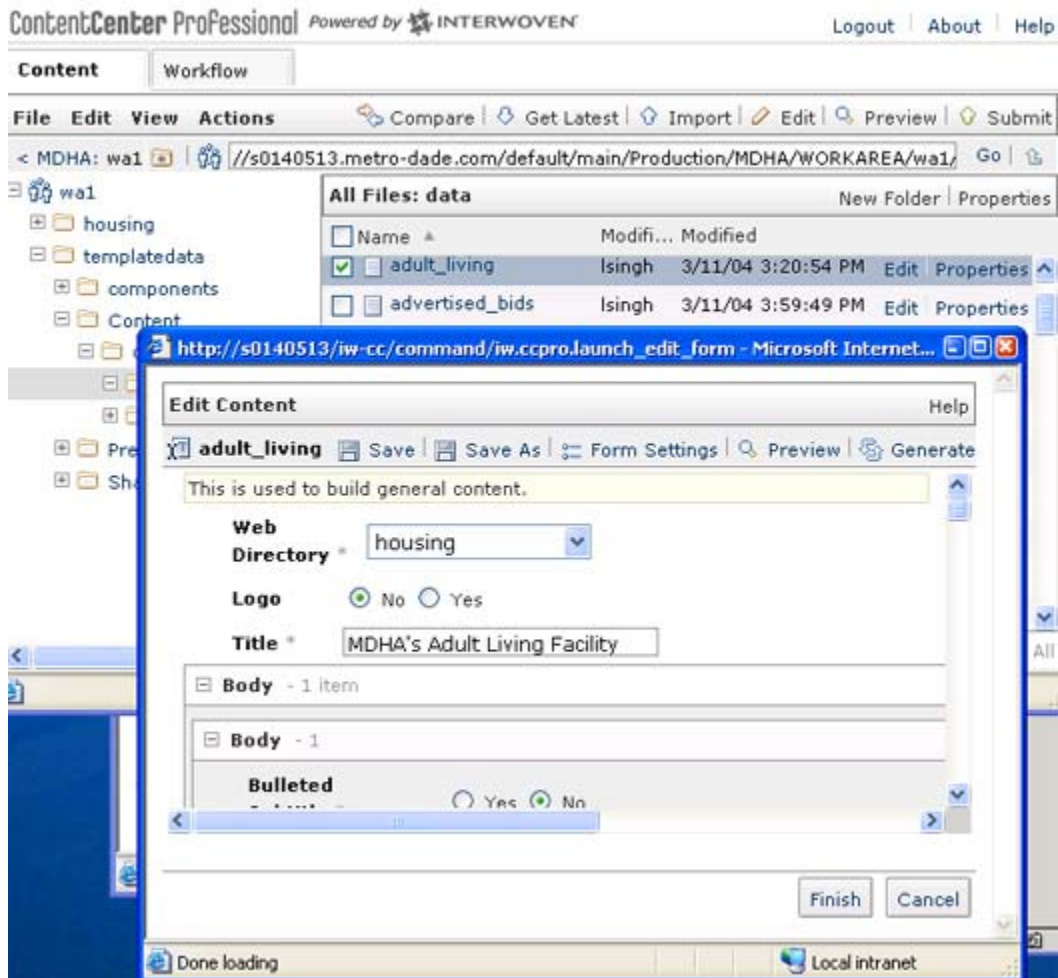
- After viewing your completed page, select “**Finish**” at the bottom of the “**Edit Content**” dialog box to close it. The content page is now complete.

## Lesson 4: Editing an Existing Content Page

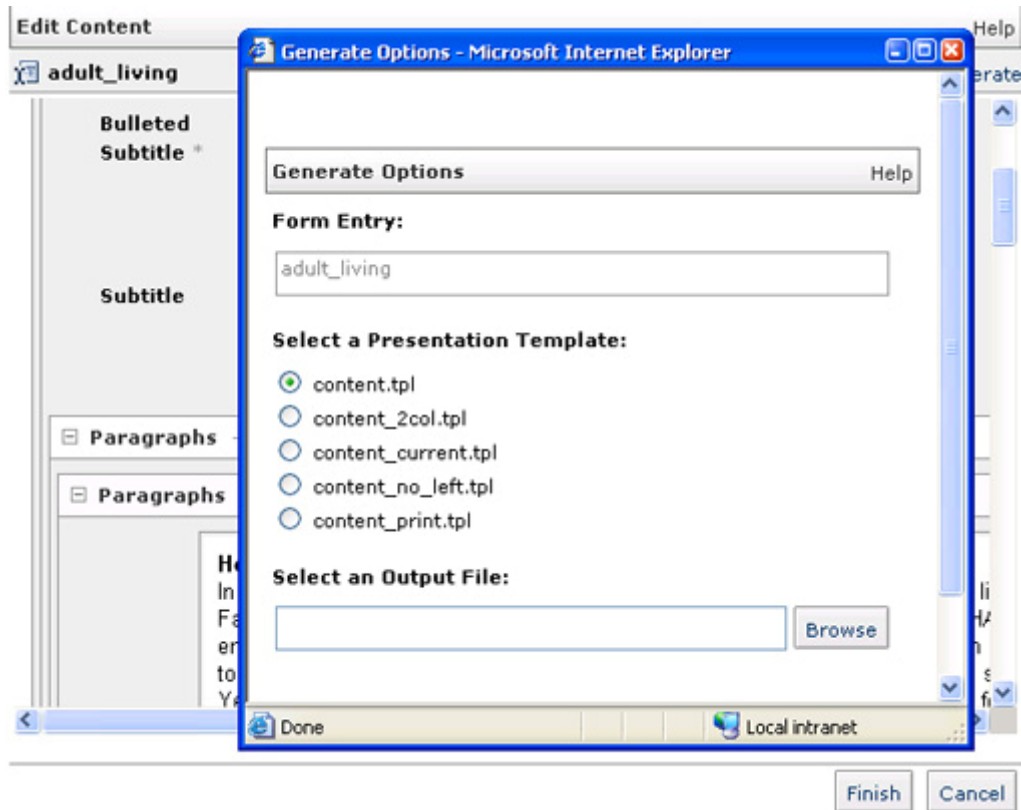
1. Locate the data folder within Templatedata the location is:  
**Templatedata<Content<Content<data.**
2. While in the data folder, all content files will be listed on the right of the screen. At the bottom of the screen on the right side you will see “**Show: 25 or All**”. Click the word “**All**” so that you can see all the files at once.



3. Now that you are able to view all the files in the data folder, scroll down the list until you locate the file that you would like to edit.
4. Check the box next to the file you want to edit, then go up to the menu on the top right of the screen and choose “**Edit**” to open the form for the content page.

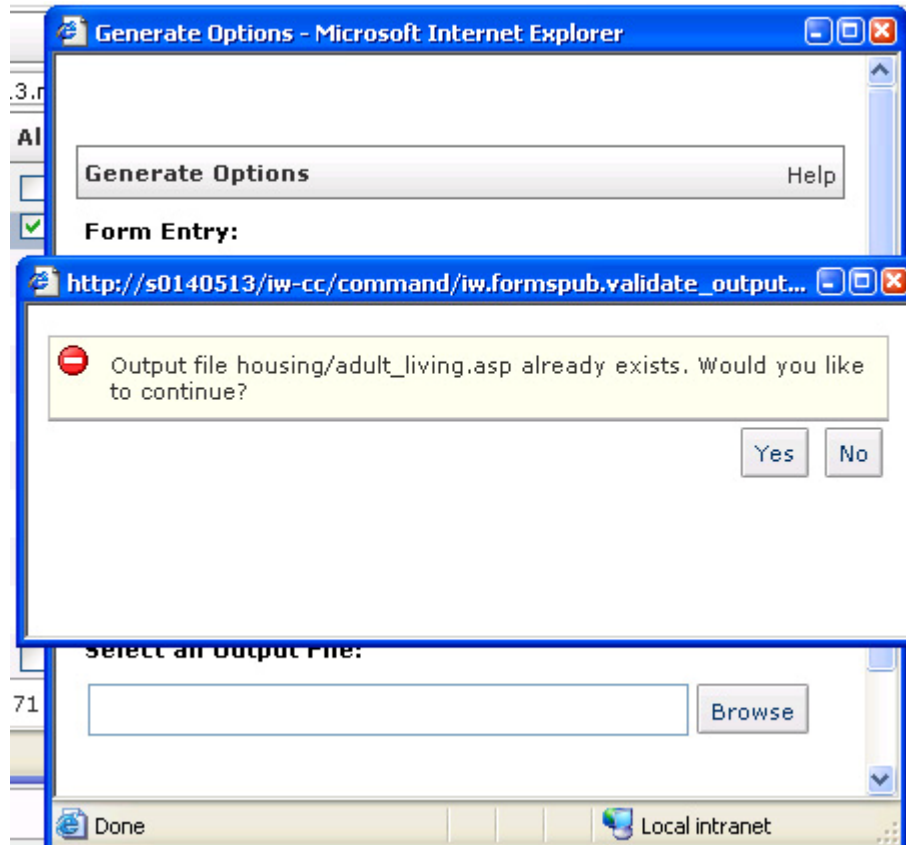


5. Now that the page is open, **make your changes**, then go to the top right menu and click “**Save**” to save your file.
6. Then click “**Generate**” to add the presentation template to your page. A new box will open titled, “**Generate Options**”



7. Leave the **"Form Entry"** field as is.
8. In the second section, select the first option, **"content.tpl"**, to create a regular content page with a left and right navigation.
9. In the **"Select an Output File:"** field, click the **"Browse"** button to navigate to the root directory of your web. Since you are editing an existing file you should be able to locate your file in the web folder. Once you locate your file, click on it to select it and then click **OK**.





10. You will be asked if you will like to save over the existing file. Choose **"Yes"**.

**Generate Options** Help

**Form Entry:**

adult\_living

**Select a Presentation Template:**

☒ content.tpl  
☐ content\_2col.tpl  
☐ content\_current.tpl  
☐ content\_no\_left.tpl  
☐ content\_print.tpl

**Select an Output File:**

/housing/adult\_living.asp Browse

OK Cancel

Done Local intranet

11. This will place the correct location in the "Generate Options" box. You have just told TeamSite where you want the completed file to be placed. Click **OK**. Then Click **Yes** to override the existing file.
12. Your page should appear with your new edits.